



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
CMC-LF
29 DEC 2004

PERSONAL

GREEN LETTER NO. 10-04

From: Commandant of the Marine Corps
To: All General Officers
All Senior Executive Service Members

Subj: MANAGEMENT OF GENERAL OFFICER QUARTERS

Encl: (1) CMC ltr 11101 LFF-3 of 15 Aug 03
(2) Furnishings Allowances

1. General Officer Quarters (GOQs) are part of the Marine Corps' legacy and are unique facilities that must be properly and judiciously maintained.

2. The costs associated with operation, maintenance, and renovation of GOQs are of great concern to the Congress, the Department of the Navy and the Marine Corps. It is essential, as occupants of Government-owned or privatized GOQs, that you are personally involved in the decisions affecting management and maintenance of your quarters.

3. In FY 2003, we privatized 15 GOQs, placing them under the ownership and management of private companies. Although these privatized homes are not currently under the same scrutiny and Congressional reporting requirements as government-owned quarters, we anticipate increased oversight in the future. In preparation for this eventuality, we require our Public-Private Venture property managers to notify this Headquarters of any plans to spend more than \$50,000 per unit on total operations and maintenance during a 12-month period, and to provide individual GOQ costs and expenditures.

4. Recognizing the need to recapitalize our privatized GOQs, we established a supporting account, which will build over time. This Headquarters and the Department of Navy's Portfolio Management Group will control use of the fund.

5. Recent Department of Defense Inspector General reports criticized the Corps' spending on GOQ furnishings and equipment. Our costs were among the highest in the Department of Defense.

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Please remember that these expenditures must be reasonable, limited to supplemental furnishings in the entertainment areas, and comply with all applicable guidance.

6. Last year, in an effort to control costs and standardize equipment configuration and uniformity across the Marine Corps, DC, I&L established appliance allocations (enclosure (1)). Similar allocations for supplemental furnishings are provided at enclosure (2). In addition, the below guidance will be followed:

a. Avoid expenditures to change government provided appointments for reasons of personal taste, as occupants of GOQs typically change every one to two years. If new furnishings are required, every attempt will be made to procure neutral items that blend with a variety of styles and color schemes. This does not preclude colorful, attractive room ensembles, but extraordinary personal taste selections make it difficult for succeeding occupants.

b. Refrain from supplementing or replacing personally owned furnishings with Government-owned furnishings, which are intended solely to supplement your public entertainment areas. Public entertainment areas include the entrance foyer, living room, dining room, patio and the stairways and hallways connecting these areas. Dens, libraries, family rooms, upstairs hallways (unless there is no bathroom available for guests to use on the first floor), and other rooms of the quarters normally are not considered part of the public entertainment area.

c. Work closely with the facilities maintenance officer and comptroller to ensure the most effective use of resources to maintain your GOQ. Participate in developing the long-range maintenance and repair plan for your home and stick with that plan. Don't hesitate to use the funds authorized to maintain your quarters, but avoid exposing the Corps to criticism for what might be considered by others as frivolous use of resources.

d. Prepare for some personal inconvenience when your quarters need work. I encourage your personal attention to work being done, demanding excellence from those doing the work. The current occupant should shoulder the burden of disruptions

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when major work is required or during change of occupancy preparations. The objective is to always make the quarters better for the next occupant.

e. Know the rules. Previously, prior Congressional approval was required to spend over \$35,000 for maintenance and repair of GOQs. Furnishings, management, services and utilities costs were not subject to the \$35,000 limitation. The law changed this fiscal year. Prior Congressional approval is now required to spend over \$35,000 for maintenance, repairs, management, services and furnishings. Only utilities, leasing and historic preservation costs are excluded from the \$35,000 threshold. Congress allows the Service Chiefs to approve up to \$35,000 for operations, maintenance and repairs per fiscal year per GOQ. I have set your limit at \$30,000 without approval from this Headquarters and have granted authority to DC, I&L to approve expenditures between \$30,000 and \$35,000. The \$35,000 limitation is an authorization, not an appropriation. Any funds spent beyond what is reasonably needed to maintain your quarters reduces the funds available to maintain and operate other base housing. Finally, remember that any operations, maintenance and repair expenditure over \$35,000 (excluding utilities, leasing and historic preservation costs) must be approved bi-annually through the Department of Navy programming process. Congress limits requests outside this process to emergency or safety-related repairs only.

7. The Government Accountability Office recently released a report criticizing the Marine Corps' management of GOQ renovations and improper accounting of donations. In response, I establish the following additional guidance:

a. All requests for project change orders must be approved by HQMC.

b. GOQ projects are capped at the budgeted amount. Material scope changes are prohibited after submission to Congress.

c. Use the National Park Service to develop detailed/accurate estimates of historic GOQs prior to budget submission.

d. Donations of gifts will only be accepted in accordance with documented procedures.

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e. Renovation projects augmented by donations must have all donations in place at project start to avoid shortcutting the acceptance process.

f. HQMC will audit gift acceptance compliance in renovation projects utilizing both appropriated and donated funds.

8. A House Book is provided in each GOQ. At a minimum, the House Book will contain applicable Green Letters, the history of the quarters, interior and exterior photographs, floor plans, available furnishings, 5-year maintenance history, current long-range maintenance plan, and a list of the previous occupants.

9. Each of us who are privileged to occupy Government-provided quarters needs to plan carefully, understand the necessity of conserving resources, and safeguard the quality of our quarters. Know the rules. Watch your expenditures.

A handwritten signature in black ink, appearing to read "M. W. Hagee". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent. The ink is dark and the background is white.

M. W. Hagee



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

11101
LFF-3
AUG 15 2003

From: Commandant of the Marine Corps
To: Distribution List

Subj: GENERAL OFFICER QUARTERS (GOQ) AND INSTALLATION
COMMAND QUARTERS (ICQ) APPLIANCE ALLOCATIONS

1. The purpose of this letter is to provide policy relating to GOQ and ICQ appliance allocations.
2. Supplemental furnishings and equipment are authorized for public entertainment areas of GOQs and ICQs.
3. In order to provide consistency and establish clearer policy, the following appliance allocations are authorized for government-owned or public-private venture homes:

a. ICQs and most GOQs (General Officers without Enlisted Aide entitlement):

- 2 side-by-side refrigerator/freezers (or 1 refrigerator and 1 freezer)
- Double oven
- 5-burner or 6-burner range top
- 1 built-in microwave
- 1 dishwasher (largest residential use capacity)
- 1 washer
- 1 dryer

b. Special Command GOQs and GOQs in which the General Officer rates an Enlisted Aide:

- commercial size refrigerator (or 2 full size refrigerators)
- 1 full size freezer
- 1 freestanding ice maker
- Double oven
- 5-burner or 6-burner range top
- 1 built-in microwave
- 1 dishwasher (commercial capacity authorized)
- 1 washer
- 1 dryer

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4. Requests for exception to policy should be directed to HQMC (LFF-3) and will be considered on a case-by-case basis.

5. Kitchen renovation projects should not be accelerated simply to accommodate larger appliances. Appliance upgrades that would result in a need to replace cabinetry or enlarge kitchens should be planned to coincide with regularly scheduled home renovation or replacement projects.


RICHARD L. KELLY
Deputy Commandant, Installations
and Logistics

DISTRIBUTION:

COMMARFORPAC CAMP SMITH HI
CG MCCDC QUANTICO VA
COMMARFORLANT NORFOLK VA
CG MCB CAMP LEJEUNE NC
CG MCRD/WRR SAN DIEGO CA
CG MCB CAMP PENDLETON CA
CG MCAS CHERRY PT NC
CG MCBH KANEOHE BAY HI
COMMARCORLOGCOM ALBANY GA
CG MAGTF TC TWENTYNINE PALMS CA
CG MCRD/ERR PARRIS ISLAND SC
MARBKS WASHINGTON DC

FURNISHINGS ALLOWANCES

	Title 10 Special Command Positions	General Officers, Brigadier General Selectees, and O-6 Installation Commanders
LIVING ROOM		
Sofa	As required	As required
Easy Chair or Wingback	As required	As required
Desk	1	1
Ottoman	As required	As required
Occasional Table	As required	As required
Coffee Table	1 Per Sofa	1 Per Sofa
Desk Chair	1	1
Bookcase	1, if not built in	1, if not built in
Framed Mirror	1	1
Table Lamp	As required	As required
Window Treatments	As required	As required
Floor Lamp	As required	As required
Area Rugs	As required when wall-to-wall carpet is not present	As required when wall-to-wall carpet is not present
Desk Lamp	1	1
Fireplace Set	As required	As required
DINING ROOM		
Dining Table	1	1
Dining Chair (Arm)	2	2
Dining Chair (Side)	As required, NTE seating capacity of table less 2 dining chairs with arms	As required, NTE seating capacity of table less 2 dining chairs with arms
China Cabinet	1 if not built in	1, if not built in
Buffet	As required	As required
Server	As required	As required
Serving Cart (Tea)	1	1
Framed Mirror	1	1
Table Pad	1	1
Floor Lamp	As required	As required
Area Rugs	As required, when wall-to-wall carpet is not present	As required, when wall-to-wall carpet is not present
Window Treatments	As required	As required
Fireplace Set	As required	As required
KITCHEN		
Kitchen Table	1	Not Authorized
Kitchen Chair	4	Not Authorized
Step Stool	1	Not Authorized
Window Treatments	As required	Not Authorized
Clothing Locker	1, if no closet exists	Not Authorized
Bar Stool	4 for breakfast bar in lieu of kitchen table and chairs	Not Authorized
MAIN HALLWAY		
Occasional Table	As required	As required
Arm Chair	2	2
Framed Mirror	1	1
Table Lamp	1 per occasional table	1 per occasional table
Floor Lamp	1	1
Window treatments	As required	As required
Area Rugs	As required when wall-to-wall carpet is not present	As required when wall-to-wall carpet is not present
ENTRY WAY		
Easy Chair	As required	As required
Desk Chair	1	1
Library Table	1	1
Writing Desk	1	1
Occasional Table	As required	As required
Bookcase	1, if not built in	1, if not built in
Window treatments	As required	As required
Framed Mirror	As required	As required
Floor Lamp	As required	As required
Table Lamp	As required	As required
Artificial Plants	As required	As required
Area Rugs	As required when wall-to-wall carpet is not present	As required when wall-to-wall carpet is not present
1 GUEST BEDROOM		
Mattress	Size and type, as required	Not Authorized
Box Spring	Size and type, as required	Not Authorized
Bed Frame	As required	Not Authorized

Encl: (2)

Headboard	Size and type, as required	Not Authorized
Window treatments	As required	Not Authorized
Wardrobe	1, if not built in or closet does not exist	Not Authorized
Night Stand	1 per twin bed or 2 per queen bed	Not Authorized
Dresser	1	Not Authorized
Chest of Drawers	1, in lieu of dresser	Not Authorized
Dresser Mirror	1 per dresser	Not Authorized
Framed Mirror	1, in lieu of dresser mirror	Not Authorized
Side Chair	1	Not Authorized
Table Lamp	1 per night stand	Not Authorized
Area Rugs	As Required when wall-to-wall carpet is not present	Not Authorized
MAIN QTRS PORCH, PATIO, AND DECK		
Chairs/Sofas	Seating for up to 20	Seating for up to 20
60" (approx) Serving Table	1	1
Patio (end/coffee) Table	Appropriate for 20 chairs	Appropriate for 20 chairs
Side Tables - 4' (Approx) High	2	2
Portable Gas or Charcoal Grill	1	1
Outdoor Patio Heaters	Up to 4	Up to 4
* Portable Bar	Not Authorized	Not Authorized
Bug Zappers	Not Authorized	Not Authorized
MISCELLANEOUS		
Dehumidifiers	Not Typically Authorized***	Not Typically Authorized***
American Flags	1	1
Other Flags	Not Authorized	Not Authorized
Billiards/Pool table	Not Authorized	Not Authorized
Hanging Flower Baskets	Not Authorized	Not Authorized
Indoor Seasonal Flowers	Not Authorized	Not Authorized
** Vacuum Cleaner	1	Not Authorized
** Wet Dry Vac	1	Not Authorized
** Carpet Shampooer	1	Not Authorized

* May be borrowed from MCCC for special events

** May be loaned from Self Help

*** May be requested on an exception basis if climate is humid and dehumidifiers are required to protect historic homes and antiques.

Title 10 Special Command Positions: CMC, APMC, CG MCCDC, COMMARFORPAC, COMMARFORLANT and CG III MEF. Only Title 10 positions are authorized china, utensils, linens.